

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

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**BENEFITS:** *Mono County provides generous benefits, including 2.7% @ 55 PERS retirement; medical, dental, vision, and life insurance; 401(a) plan matching of deferred compensation contributions (up to 3%)*

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## TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

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**WIC PROGRAM MANAGER/  
REGISTERED DIETICIAN**

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### **FINAL FILING DATE:**

**Final Filing Date: 8/31/2010**

### **SALARY:**

**24 hrs./week (.6 FTE)**

**Salary Range 70: \$26.82 - \$32.59 per hour**

*Equal Employment Opportunity Employer*

## THE POSITION

Under general direction, to plan, organize, direct, and manage the Women, Infants and Children (WIC) Program, ensuring compliance with Federal and State regulations; to serve as a Dietician with responsibility for the nutrition education component of the WIC program; to provide counseling for participants and staff; to direct program planning, service evaluation, and public relations; to schedule, organize, assign, and supervise the work of assigned staff; and to do related work as required. Provides registered dietician services to the Mono County Senior Nutrition Program and Mono County Jail.

- Develops, implements, and evaluates the annual WIC Nutrition Education Plan in accordance with State WIC guidelines; plans, schedules, assigns, evaluates and directs the work of WIC program staff.
- Prepares and submits annual County and State budgets, maintaining requisite fiscal records and documentation; prepares monthly WIC claims for State reimbursement; implements, evaluates and oversees delivery of services outlined in Nutrition Services Plan.
- Responsibility for program accountability; conducts staff meetings; plans and directs WIC outreach efforts; develops and/or evaluates nutrition/breast-feeding education materials used in local community.
- Evaluates overall nutrition education efforts to determine their effectiveness, implementing changes, as necessary; prepares nutrition assessments and high risk care plans for referred participants; interviews and determines eligibility of WIC applicants and participants; provides counseling for Program clients and follows-up to evaluate client progress; oversees decisions to disqualify WIC participants from the program.
- Provides training for program staff and providers.

- Oversee a variety of professional assignments to improve the diet, nutrition, and health of clients in the Mono County Senior Nutrition Program.
- Review of jail nutrition regulations as required.

## QUALIFICATIONS

### **Knowledge of:**

- Principles and practices of nutrition as applied to women, infants, and children and current trends in nutrition.
- Laws, rules, and regulations related to the delivery of WIC program and health services.
- Procedures involved in promoting perinatal, child, and adolescent health and family planning.
- Community aspects of public health services including community resources and demography.
- Environmental, sociological and psychological problems related to nutrition programs.
- Child growth and development.
- Program management, planning, evaluation and development.
- Principles and techniques of effective employee supervision, training, work evaluation, and development.
- Budget development and expenditure control.

### **Ability to:**

- Plan, organize, manage, supervise, and administer the WIC program and nutrition services.
- Develop, organize, analyze, and interpret statistical data and prepare concise reports.
- Provide direction, supervision, training and work evaluations for assigned staff.
- Develop and administer budget and control expenditures.
- Analyze and evaluate health and nutrition problems and take appropriate action.

- Effectively represent the Public Health Department in contacts with the public, community organizations, and other public agencies.
- Interpret and apply regulations as they apply to nutrition program.
- Develop and maintain program records and prepare clear, concise reports.
- Maintain cooperative working relationships and confidentiality of records and reports.

**Minimum Requirements:** Education: Completion of a Bachelor of Science Degree in Food Nutrition, Public Health, or closely related field, including completion of sufficient nutrition and public health courses to obtain certification as a Registered Dietician. Previous experience as a professional Dietitian in a health setting highly desirable.

### **Special Requirements:**

Certification as a Registered Dietician.

Possession of a valid driver's license.

## THE EXAM PROCESS

PHASE 1: The exam process includes an application, and resume.

PHASE 2: The exam process will include an interview and a written exercise.

Photo: © Greg Newbry

